

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**11165-OHR**

EFFECTIVE DATE:

<b>DGS OFFICE OR CLIENT AGENCY</b> Office of Human Resources		<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-274-5393-002	
<b>UNIT NAME AND CITY LOCATED</b> Return to Work Unit – West Sacramento		<b>CLASS TITLE</b> Associate Governmental Program Analyst	
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8 a.m. to 5 p.m.		<b>SPECIFIC LOCATION ASSIGNED TO</b> West Sacramento	
<b>PROPOSED INCUMBENT (If known)</b>		<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> - - -	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
<b>BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> Under the supervision of the Return to Work Staff Risk Manager, the Associate Governmental Program Analyst independently performs the more varied and complex analytical activities affecting industrially injured Department of General Services (DGS) employees including gathering pertinent data and making recommendations to minimize injuries. The incumbent acts as a liaison with State Fund and each DGS office in returning injured employees to work.			
<b>% of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>California law mandates that many health and safety programs be developed, implemented and monitored to provide a safe and healthful environment for state employees. The Department of General Services, Office of Risk and Insurance Management (ORIM), has been designated by Executive Order to "...provide staff support to insure compliance with..."these health and safety issues. In compliance with this Executive Order, various Government Code sections, and all other applicable laws, rules and regulations.</p> <p>To insure The Department of General Services (DGS) has a proactive Return-To-Work program, working with program managers, State Compensation Insurance Fund (SCIF) and personnel analysts, the incumbent:</p> <ul style="list-style-type: none"> <li>Identifies and recommends alternative temporary limited duty assignments through thorough evaluation of pertinent facts and information, and conducting the necessary research using various references.</li> <li>Meets with assigned offices on a quarterly basis to discuss return to work complex issues relating to the specific office to obtain feedback and resolution.</li> <li>Reviews and evaluates all open return to work files to ensure completeness, accuracy, timeliness, and compliance.</li> <li>Disseminates information relevant for case received from SCIF through verbal and written correspondence, as needed.</li> <li>Identifies when a Reasonable Accommodation may be required through thorough analysis and refers to the DGS Reasonable Accommodation Coordinator.</li> <li>Ensures all cases are properly documented for reference and information.</li> </ul>		
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>			
<b>SUPERVISOR'S NAME (Print)</b>		<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
<b>EMPLOYEE'S NAME (Print)</b>		<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>

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30%	<p>In order to maintain all Department of General Services (DGS) staff trained and are in compliance with workers' compensation rules and regulations, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Develop a training curriculum by performing thorough research using various reference materials, such as the internet, worker's compensation experts and organization, e.g. State Compensation Insurance Fund, Department of Personnel Administration, etc.</li> <li>• Educate various DGS offices on the rules and regulations' relating to Worker's Compensation by conducting training seminars, create information materials (letters, flyers, reports), consult with DGS employees to propagate codes, regulations, policies (new and procedures – new and existing).</li> </ul>
30%	<p>In order to ensure workers' compensation claims are settled timely, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Obtain and evaluate all settlement paperwork from State Compensation Insurance Fund to determine proper resolution to the claims.</li> <li>• Meet with assigned office management and make recommendations regarding settlement.</li> <li>• Provide State Compensation Insurance Fund settlement authority.</li> <li>• Document settlement authority in claim file.</li> </ul>
10%	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>May be asked to represent the Department in meetings and administrative hearings at the Workers' Compensation Appeals Board and State Compensation Insurance Fund.</p> <p>May be asked to attend meetings presented by Department of Personnel Administration and the Return to Work Roundtable.</p>
	<p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.</p> <p><b><u>INTERPERSONAL SKILLS</u></b></p> <ul style="list-style-type: none"> <li>• Works well in a team environment.</li> <li>• Receives and follows direction from supervisors.</li> <li>• Maintains required job schedule.</li> <li>• Focuses attention on details.</li> <li>• Follows work rules.</li> </ul> <p><b><u>DESIRABLE QUALIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Experience working with both departmental and office teams resolving issues.</li> <li>• Open-minded and flexible to other ideas and solutions.</li> <li>• Express ideas and information in written form clearly.</li> <li>• Express ideas and facts orally in a clear and understandable manner.</li> <li>• Analyze data and present ideas and information effectively in writing and orally.</li> <li>• Work cooperatively with SCIF adjusters and Executive staff.</li> <li>• To resolve program issues using a variety of analytical and risk management techniques.</li> <li>• Principles of risk management specifically managing workers' compensation losses.</li> <li>• Knowledge of how the workers' compensation system impacts the Department's workers' compensation losses.</li> </ul>

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	<p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></b></p> <ul style="list-style-type: none"><li>• Business dress in accordance to office environment.</li><li>• Effectively handles stress and meets deadlines.</li><li>• Uses a computer in performing work.</li><li>• Works in a confidential and sensitive environment.</li><li>• While performing the duties of this job, the employee is regularly required to sit.</li><li>• Multi-task with changing priorities.</li></ul>